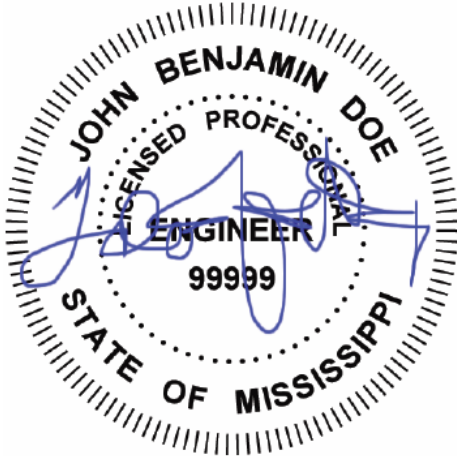


## What You'll Need

1. Your Seal with signature overlaid in \*.png format:



2. A copy of Adobe Acrobat Professional (Version X or newer).

## Obtaining the Web Certificate

### Internal Employees:

Internal Employees will automatically obtain a web certificate.

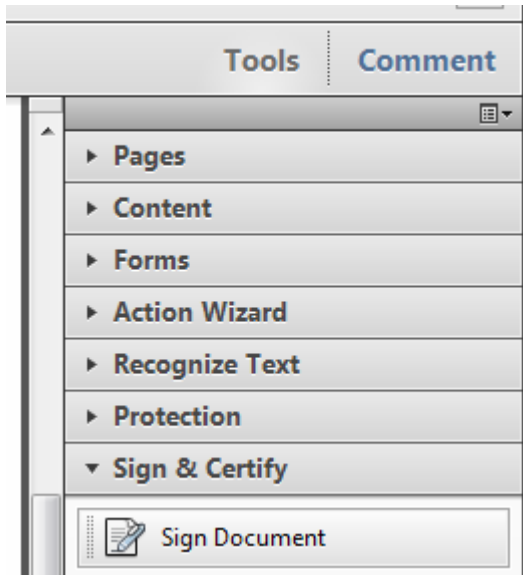
### External Users:

In order to obtain a web certificate, you must go through a third party vendor such as GlobalSign or the equivalent. Please contact the vendor of your choice for more information.

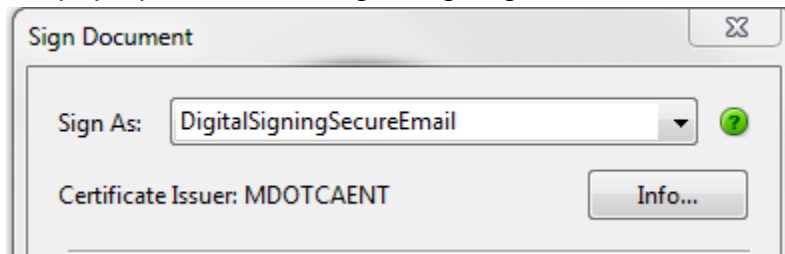
# Importing Your Seal into Adobe

**Note:** This only has to be done the first time you sign a document. Your seal will be saved for future use.

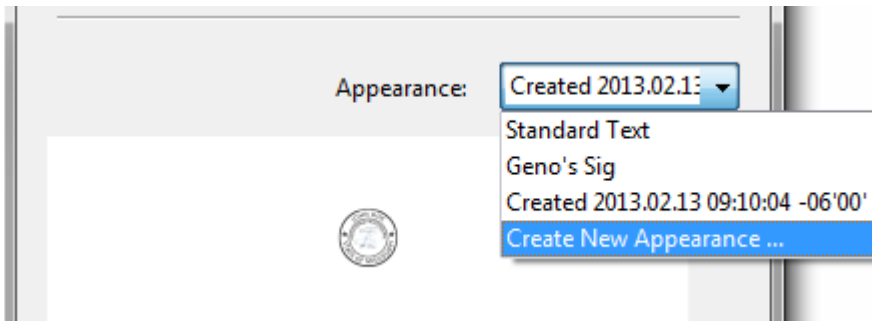
1. Open any \*.pdf document in Adobe Acrobat Pro.
2. Choose Tools -> Sign & Certify -> Sign Document



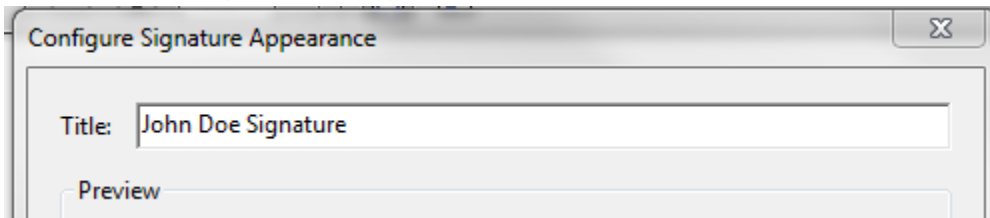
3. At the prompt choose ok and use your mouse to select an area to place the signature. More information about this box size is listed in the next section #3.
4. After you choose the signing area with the mouse, the "Sign Document" window will pop up. Choose "DigitalSigningSecureEmail" in the sign as box.



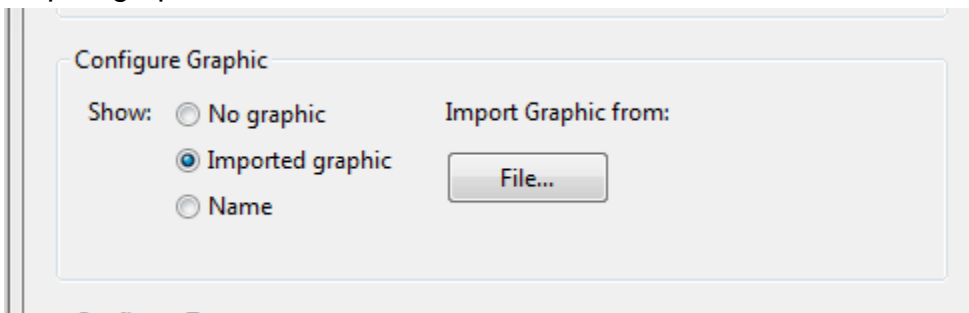
5. Choose "Create New Appearance" from the appearance drop down.



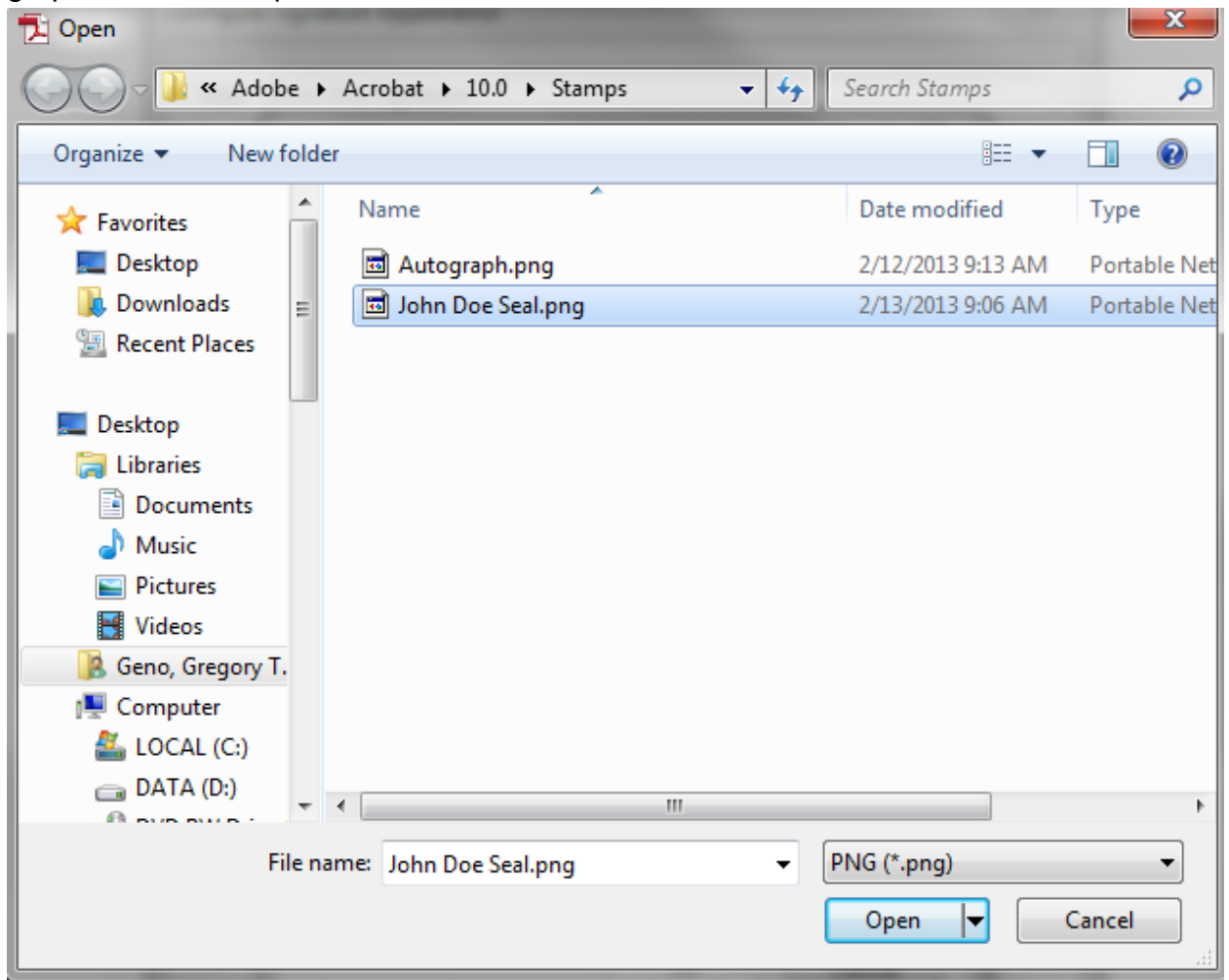
6. In the title box, give your signature a name.



7. Under "Configure Graphic" check the "Imported graphic" box and click "file" under "import graphic from."



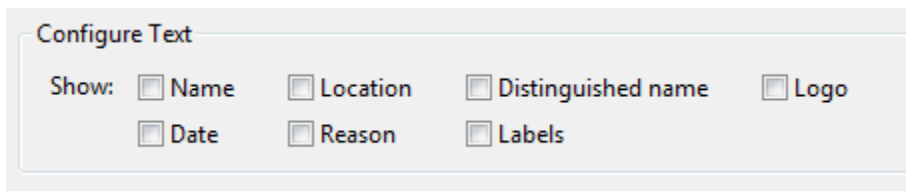
8. Choose browse, change the file type to your image format, choose your seal graphic, and click open.



Note: You can place your seal graphic anywhere on your computer; however it is a good idea to place it where the rest of your stamps are located. This folder is located at C:\user\username\AppData\Roaming\Adobe\Acrobat\10.0\Stamps. This is a hidden folder, so make sure you have view hidden folder preferences turned on.

9. A preview of your seal will be displayed. If it looks good choose ok.

10. Under “Configure Text” turn all check boxes off or enable only the ones you want on. If you turn any of them on, they will add information to the right of your seal.



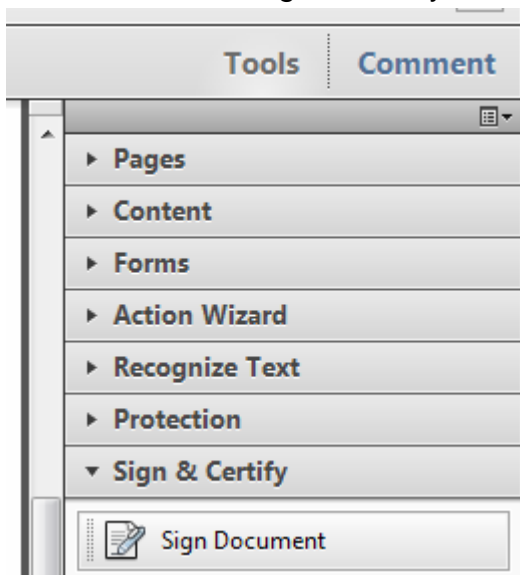
The image shows a 'Configure Text' dialog box with a title bar. Inside, there is a 'Show:' label followed by seven checkboxes arranged in two rows. The first row contains 'Name', 'Location', 'Distinguished name', and 'Logo'. The second row contains 'Date', 'Reason', and 'Labels'. All checkboxes are currently unchecked.

Field	Checked
Name	<input type="checkbox"/>
Location	<input type="checkbox"/>
Distinguished name	<input type="checkbox"/>
Logo	<input type="checkbox"/>
Date	<input type="checkbox"/>
Reason	<input type="checkbox"/>
Labels	<input type="checkbox"/>

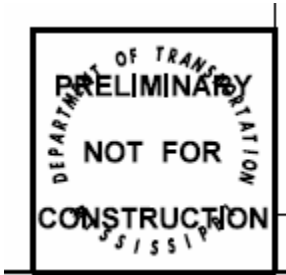
11. Choose ok. This will now place your stamp in the area you selected. Please review and verify it looks correct.

## Digitally Signing a Document in Adobe Acrobat

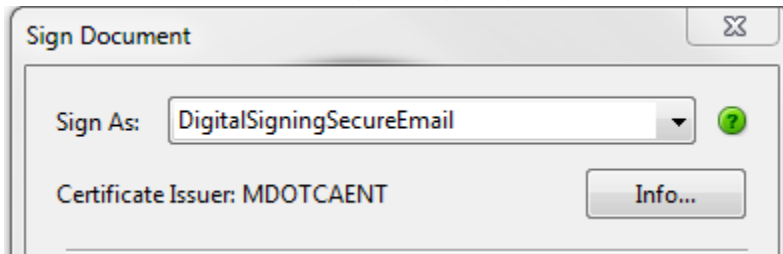
1. Open the \*.pdf document you need to sign in Adobe Acrobat Pro.
2. Choose Tools -> Sign & Certify -> Sign Document



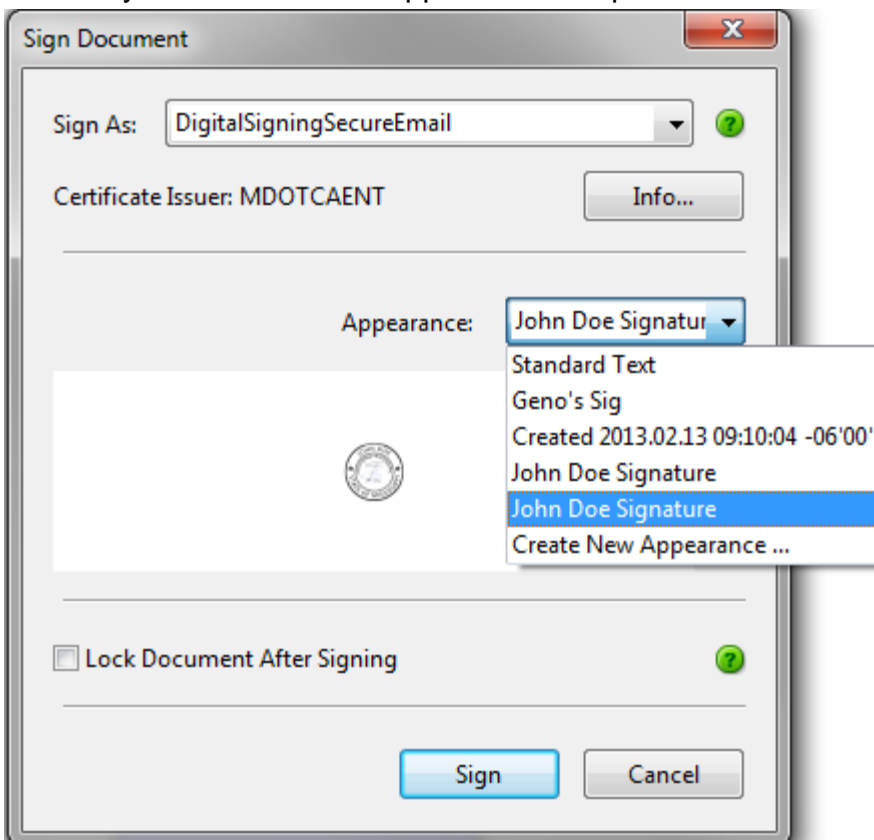
- At the prompt choose ok and use your mouse to select an area to place the signature. The area is important because your seal will come in at that size. The standard size set by MDOT is a 2"x2" area the size of the Not For Construction box located at the bottom right of the title sheet. Example:



- After you choose the signing area with the mouse, the "Sign Document" window will pop up. Choose "DigitalSigningSecureEmail" in the sign as box.



- Choose your seal from the appearance drop down. And click sign.

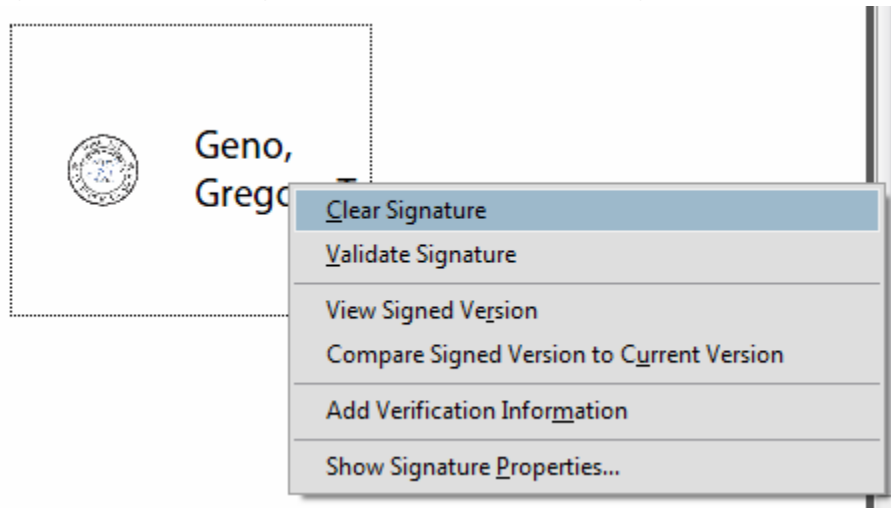


Note: We do NOT want you to lock the document. If you lock the document, you will prevent ANY change. If a revision gets printed, it will not be able to be inserted into to locked document.

## Removing Your Signature From a Signed Document

Note: Only the person who signed the document can remove their signature from the document unless it's merged with another document.

1. Open the document you signed.
2. Right click on the signature and click "Clear Signature".



Note: If you clear the signature from the document, the signature box will remain. There is no way to clear it out. It will remain in the document forever.